SECRET

Security Information

OFFICE OF TRAINING

I. MISSION

The Director of Training shall develop and direct Agency training programs and review Office training programs; represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establish and maintain standards of achievement for Agency personnel in Agency training programs.

II. FUNCTIONS

The Director of Training shall:

- A. Formulate and carry out training policies, plans, standards, and programs to increase the capabilities of personnel to serve the Agency.
- B. Develop and direct, in coordination with appropriate Offices, training programs in the United States relating to the skills and techniques required in the specialized operational activities specifically charged to the Agency.
- C. Develop and direct within the Agency training programs relating to the principles, methods, and objectives of national intelligence.

- D. Determine the physical facilities in the United States needed to meet the requirements of Agency training programs.
- E. Provide for the training of personnel in language, area, and specialized functional fields.
- F. Conduct indoctrination for new personnel and orientation for Agency, governmental, and other persommel, as required, in the mission, functions,
 and organization of the Central Intelligence Agency.
- G. Provide management training for executives, administrators, and supervisors to improve their skills in conserving the human and physical resources of the Agency.
- H. Direct a comprehensive program for the selection, and professional training of junior officer personnel in cooperation with the various Offices of the Agency.
- Indoctrinate and train clerical personnel in Agency office practices and procedures and other clerical skills.
- J. Establish the standards of performance to be met by Agency personnel in Agency training programs, and, after consultation with the appropriate Office head, terminate the training of personnel for failure to meet prescribed standards of performance.
- K. Review Office training programs, including on-thejob training, and advise and assist the Offices in the development, direction and conduct of such

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L. Maintain, in coordination with appropriate Offices, relationships with officials in governmental and private institutions in the United States and abroad for the purpose of providing training programs.

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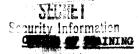
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- G. Provide management training for executives, administrators, and supervisors to improve their skills in conserving the human and physical resources of the Agency.
- H. Direct a comprehensive program for the selection, professional training and career preparation of junior officer personnel in cooperation with the various Offices of the Agency.
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- K. Review Office training programs, including on-thejob training, and advise and assist the Offices in the development, direction and conduct of such training.
- L. Maintain, in coordination with appropriate Offices, relationships with officials in governmental and private institutions in the United States and abroad for the purpose of praviding training programs.

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THE TOPS

The Director of Trees.

- A. Formulate training relief and programs for development of the expensive of staff employees to serve the Agency.
- B. Train career staff and in foreign language and area fields and in mostfic functional and technical subjects in the United States and foreign complete.
- C. Maintain relationships with appropriate officials in government agencies, administrations in the United States and for the purpose of providing beneficial training propriate.

- D. Ensure that only institutes and facilities satisfying suitable statistics and smallty shall be utilized for Agency to be met by Agency per statistics.
- E. Direct a program of the tentining in the principles, methods, ligence and supervise further things of intelligence and supervise further things of the Agency.
- Provide orientation and best preterior for all new staff amplication amount to the staff of a staff amplication and direct about the staff amount of all the Offices of the Agent.
- destine activities charged to the Assemble to qualify staff employees for plantage, organizing, conducting and administering such assembles in headquarters and in the field, and train agent personnel for specific assignments.
- H, Determine physical facilities and installations required in order to conduct training with maximum effectiveness and security.

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<u> Xiseion</u>

The Director of Training is charged with carrying out appropriate responsibilities vested in the Director of Central Intelligence by "ublic law 110; rendering staff assistance and representing the Director of Central Intelligence on matters of policy relating to the Agency's training programs; providing training facilities inside the Agency and developing external programs at public and private institutions in the nited States and foreign countries as required to meet the total training needs of the Agency; conducting and supervising all training courses and programs for the Agency; and participating in the formulation of policies and plans for the Carper Service Program by electing and training passeonel of high qualifications.

Panetions

The Director of Training shall:

- a. Formulate training policies and plans to ensure the maximum development of all personnel to increase their capacities to serve the igency.
- Train career personnel in foreign language and area fields and in specific functional and technical subjects at facilities in the United States and foreign countries.
- C. Direct a program of junior officer training in the principles, methods, and techniques of intelligence and supervise further specialized training in co-operation with the various offices of the issues.

- Provide basic training for all new personnel; conduct management training for executives, administrators and supervisors; and direct orientation and advanced training to meet the long-range requirements of all the Offices of the Agency.
- i. Nevelop training programs in the several covert activities charged to the various staffs and offices of the agency to qualify perconnel for planning, or gamising, conducting and administering such activit ties in headquarters and in the field, and train agent personnel for specific assignments.
- T. Faintain relationships with appropriate officials in the Departments of State and Defence, and other corefficient agencies, and cooperate with such officials in providing mutually beneficial training programs.

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